

From: John Sands
To: [Alexander Coleman](#); [Taylor Koss](#)
Cc: [Pooja Bhutani](#); [Kenneth Smith](#); [Cheryl Florio](#); [Hilda Rivera](#)
Subject: Denisse Villalta v. JS Barkats PLLC and Sunny Barkats, AAA Case No. 01-16-0003-0368, JS Case No. 4425.
Date: Thursday, August 25, 2016 2:27:45 PM

Dear colleagues:

This will confirm the results of our August 25, 2016 case management conference call in the above matter. First, I appreciate your confidence in having chosen me to mediate this case. The terms of my service are set forth in the American Arbitration Association's Employment Mediation Procedures, copies of which are available on the AAA's web site, www.adr.org. In accordance with the parties' July 20, 2016 notice to the AAA, I understand that respondents will be initially responsible for my entire fees and expenses. You have advised me that claimant has agreed to reimburse respondents for 5% of my fees and expenses up to a maximum of \$500, unless of course the parties' settlement agreement provides otherwise. The AAA will accordingly send my Advance Invoice to respondents' counsel, which I should appreciate Mr. Koss's forwarding to the proper person for prompt payment well prior to the mediation's start. The AAA will hold that payment in escrow to be disbursed to me as earned or incurred. Unearned amounts will, of course, be refunded.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I believe the foregoing correctly summarizes our call. If I have omitted or misstated anything, please confer and either advise me of the agreed correction or arrange with our AAA Case Administrator, Cheryl Florio, for another conference call.

Best regards. John

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